

27 OCT 1959

MEMORANDUM FOR: Executive Officer, Office of the Director

SUBJECT : Reserved Seats for Cornerstone Ceremony

REFERENCE : "Cornerstone Ceremony"

1. As you know, seating space at the forthcoming Cornerstone Ceremony will be extremely limited so that most Agency employees will have only standing room at the Ceremony. However, the Director wishes to have a section of seats reserved for at least some of those employees and their wives who want to attend.

2. Along with this memorandum I am sending you 25 reserved seat tickets allocated for the personnel of your office. While you are in a much better position than I am to determine which of your people most appropriately should be given these tickets, nonetheless, there are certain selection criteria which I believe merit consideration. Specifically, in addition to those officers with seniority in the rank, the Director is anxious to see some of the women employees of the Agency in attendance in order to highlight the vital role which women play in the Agency. Also there may be employees of greater seniority in length of service who may be particularly eager to attend, and whom you will wish to consider, or perhaps a representative cross section of the officers and employees of your office might be selected. These, however, are only suggestions and you are perfectly free to select whom you will.

3. No special parking arrangements are being made for employees holding reserved seating. As with other Agency employees attending the Ceremony, they should plan to reach the parking lot by 10:30 a.m. on the morning of the Ceremony so that all Agency employees will be seated by 11:00 a.m. The referenced notice advised all employees of the instructions for the Ceremony and attached a map of the route to the site.

15/
L. K. White
Deputy Director
(Support)

SA-DD/S:FWR:jjd(27 Oct 59)

Attachment: 25 tickets

Distribution:

Orig. & 1 - Addressee w/25 admission tickets

cc: COC

D/Log

DD/S Chrono

✓ DD/S Subject

DD/S Reading

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